

FOREST CITY



S T A F F I N G

Office: (519) 649-8200

FAX: (519) 649-8202

Toll Free: 1-888-779-1577

Toll Free Fax: 1-(877) 652-0748

Email: jena_johnston@forestcitystaffing.com

Employee Name:
Customer:
Week Ending: Saturday,

	Start Time	End Time	Lunch	Daily Hours
Sun.				
Mon.				
Tue.				
Wed.				
Thur.				
Fri.				
Sat.				
TOTAL HOURS:				

Client and Employee approve total hours and work was performed satisfactorily.

Client's Signature: _____

Employee's Signature: _____

Time cards must be received by the following Monday by 12:00 pm to receive payment on Friday.

At Forest City Staffing we are committed to your complete satisfaction. Should you have questions or concerns please contact us.

Thank you